SECTION 6.0 UTILITIES

6.1   Overview
Utilities allows the user access to Maintain Your Account, View Your Transaction Log, Change Your PACER Login, Verify a Document, and also has a link to the Mailings menu.

6.2   Maintain Your Account
Users access this link to update their addresses, including e-mail addresses, and notification preferences.

1.   Maintain User Account
This screen provides access to Name, Office, Address, Phone and Fax fields. If the name fields are modified, the new values will be recorded for ALL cases to which the user is linked. Modifications of other items will be recorded ONLY for cases selected on the following screen.

2.   E-Mail Information
In ECF, notification is accomplished by electronic mail. Whenever a document is filed in a case, notification of that filing will be e-mailed to the filer, all attorney participants, and the court. An attorney is responsible for configuring and maintaining their automatic e-mail notification upon receiving their ECF login and password. To configure Automatic E-Mail Notification choose "Maintain Your Account" from the "Utilities" menu and then select "E-mail information".

- **Primary e-mail address**
  Registered users will see their e-mail address in this window.

- **Send the notices specified below**
  The system defaults to notices sent to the primary e-mail address. The attorney may specify additional addresses in the second window and elect to have the notices go to either the primary or secondary addresses or to both. An attorney may want to "uncheck" the primary box and check the secondary box when he or she is out of the office for an extended period.

- **Send notices in these additional cases**
  An attorney can receive notices in cases in which they are not involved.

- **Send a notice for each filing**
  The attorney will receive an immediate email notice of electronic filings

- **Send a Daily Summary Report in my cases and the other cases listed above**
  The user may elect to receive a summary notice instead of the notice for each filing. The text of the Summary e-mail notification will display the

docket event and the document number (including the hyperlink) and will be transmitted once a day.

3. **More User Information**
This screen allows the user to modify the court generated login and password. Passwords are limited to 8 characters.

6.3 **View Your Transaction Log**
This feature allows users to generate a report showing the user's activity in the system within a specified date range.

6.4 **Change Your PACER Login**
This is a link which takes the user to the PACER Login screen.

6.5 **Mailings**
Users can access mailing and noticing data for a specific case.

1. **Mailing Info for a Case**
Displays a list of those who receive e-mail notices and those who require manual noticing.

2. **Mailing Labels by Case**
Displays name and address data in label format for a single case.